

ALTON PLANNING BOARD

(603) 875-2162

P.O. Box 659

Alton, New Hampshire 03809

Instructions for Voluntary Mergers:

1. Fill out the *Notice of Voluntary Merger of Pre-Existing Lots* form. You must include the town's tax map & lot number information, as well as the book and page number information from the Belknap County Registry of Deeds for the deed(s) for the lots included in the proposed lot merger. If you need additional space, please attach another sheet. **Please type** this information if at all possible, otherwise use black ink and write so it is both legible and reproducible, or the Registry will send it back.
 2. Submit a copy of the recorded deed(s) for the lots included in the proposed lot merger.
 3. Submit the form along with a check for **\$16.41** for **2 pages** (add \$4.00 for each additional page to be recorded, i.e. \$20.41 for a 3 page document) made payable to the **Belknap County Registry of Deeds** and a separate check payable to the **Town of Alton** to cover postage expense incurred by the Town. Also a copy of the deeds, and any surveys you may have for the lots being merged to the Land Use and Property Records Department in the Town Hall. The survey is not required, but is helpful in the review process.
 4. The Planning Board will review the information submitted, and determine if the resulting lot is in compliance with the current land use ordinances or regulations. In addition, the lots must be contiguous and under common ownership. No public hearing or notice is required for review by the Planning Board.
 5. Once the request is approved and signed by the Planning Board, a copy of it will be forwarded to the assessing officials in Alton and the original will be filed for recording with the Belknap County Registry of Deeds.
- *It should be noted that if you or a subsequent owner of the parcels being merged ever decides to sell one of the original lots, then a new subdivision plan will have to be approved by the Planning Board. The lots being created by such subdivision will have to comply with the zoning and subdivision regulations in effect at that time.*

If you have any questions, please contact the Alton Planning Department at 875-2162.

PLANNING BOARD
ALTON, NEW HAMPSHIRE
Notice of Voluntary Merger of Pre-Existing Lots
Pursuant to RSA 674:39-a

Property Owner name(s) as shown on Deeds: Print all information

Address: _____

City, State and Zip Code: _____

e-mail address: _____

Telephone Number: (_____) _____

Street location of parcels affected by this merger: _____

Number of Dwelling Units (Houses) on each lot:

Tax Map _____, Lot _____
Tax Map _____, Lot _____
Tax Map _____, Lot _____

No. of Units: _____
No. of Units: _____
No. of Units: _____

The parcels being merged are:

Town of Alton		Belknap County Registry of Deeds		
Tax Map #	Lot #	Book #	Page #	Date Recorded

I/We understand that none of the parcels which are being merged by this document shall hereafter be separately transferred without subdivision approval from the Alton Planning Board.

Date Received: _____

FOR PLANNING BOARD USE ONLY

Signature(s) of property owner(s):

_____	Date: _____
Print or type name _____	
_____	Date: _____
Print or type name _____	
_____	Date: _____

Print or type name _____

Date Endorsed: _____

Endorsed by: _____
Signature

Printed Name

Title: _____

Please return to: Town of Alton
Planning Department
P.O. Box 659, Alton, NH 03809

Voluntary Merger Application Checklist

Items Needed at time of Application

<u>Item</u>	<u>Required</u>	<u>Received</u>	<u>Needed</u>
1. Notice of Voluntary Merger of Pre-Existing Lots form	X		
2. 2 Checks 1)Made payable to Belknap County Registry of Deeds 2)Made payable to Town of Alton for postage	X		
3. Copy of deeds	X		